



AGENDA

Police Advisory Board

Date & Time:	Thursday - April 20, 2017 7:00pm
Location:	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

Attendees

P.A.B. Members:	Council Liaison:
Chris West-Chair	Council President - Jennifer Harris
Amy Miller-Juvé-Vice Chair	City Staff:
Ed Contreras	Jeff Groth-Police Chief
Diane Foster	Angie Hass-Executive Assistant
Camryn Fox	
Taylor Funrue	
Rich Miller	
Bob Silverforb	
Laurie Zwingli	

Agenda

1. Call to Order (Chair)
2. Roll Call (Chair/Staff)
3. Approval of Minutes (Chair)
4. Board Member Announcements (Chair)
 - a. Welcome new Board Member, Ed Contreras
5. Business (Chair)
 - a. Board Meeting Rules & Regulations
(City Attorney, Josh Soper & City Recorder, Sylvia Murphy)
 - b. Emergency Preparedness Planning for Officers
 - c. Next Steps for the Police Citizens Academy
6. Councilor News
7. Staff Report(s)
8. Citizen Comment
9. Adjourn (Chair)

Approved Minutes



Meeting Minutes



Police Advisory Board	
Date & Time:	April 20, 2017 7:00 pm
Location:	Sherwood Police Community Room 20495 SW Borchers Dr., Sherwood, OR

--

P.A.B. Members:	Council Liaison:
Chris West - Chair	Council President – Jennifer Harris
Amy Miller-Juvé - Vice Chair	City Staff:
Ed Contreras	Jeff Groth-Police Chief
Diane Foster	Angie Hass - Executive Assistant
Camryn Fox	
Taylor Funrue	
Rich Miller	
Bob Silverforb	
Laurie Zwingli	

1. Call to Order (Chair)

Chair Chris West called the meeting to order at 7:00 p.m.

2. Roll Call (Chair / Staff)

Board Members Present: Chair Chris West, Vice Chair Amy Miller-Juvé, Ed Contreras, Diane Foster, Camryn Fox, Rich Miller and Laurie Zwingli

Board Members Absent: Taylor Funrue and Bob Silverforb

Staff & City Council Liaison Present: Chief Groth, Executive Assistant-Angie Hass and Councilor Jennifer Harris

3. Approval of minutes (Chair)

March 16, 2017 Meeting Minutes

Laurie made a motion to approve the March minutes. Diane seconded the motion and all board members approved.

4. Board Member Announcements (Chair)

- Welcome New Board Member, Ed Contreras

Ed shared a bit about himself and stated that he has been married for 52 years, has five sons that all graduated from Sherwood High School and has lived in Sherwood since 1979. He has been retired for five years and is enjoying his retirement. His work history includes 6.5 years with the Santa Clara County, CA Sheriff's Office. He ran the Security Department for 14 years at the Portland Convention Center and spent four years working up in Washington. He's also spent some time working as a Safety Enforcement Manager for OSHA. Ed was welcomed by all.

Chair West asked all Board Members if they had anything they'd like to share.

Laurie stated that she finds the new pedestrian sign in front of Walmart, confusing. She wondered if it is required to stop at the crosswalk if there are no pedestrians. The Chief stated that a stop is only necessary when there are pedestrians waiting to cross.

Laurie reported that the Sherwood Police Foundation has been busy planning their first annual fund raiser, which will be held on May 20th, from 5-8 at the Sherwood Center for the Arts. It will be a Western themed event. Stated that it would be nice to see Police Advisory Board Members in attendance.

Chair West agreed with Laurie's statement regarding the crosswalk sign and also finds it confusing.

Vice Chair Miller-Juvé stated that in looking at some of the Facebook community boards, there is still a lot of concern for traffic safety and enforcement. With summer coming, there will be a lot of outdoor community events. Wondered if the board members would like to get out and talk with community members regarding this issue. Suggested looking at dates now, so people can start planning.

5. Business (Chair)

a. Board Meeting Rules & Regulations (City Attorney Josh Soper)

With Ed just starting out on the board and the lack of clarity at the last board meeting, City Attorney, Josh Soper, was in attendance to help clear some things up regarding the public comment period and the law. Josh stated that Oregon law does not require public comment. The City Council does allow for comment times, as a result of a resolution in 1998 which states that City meetings will allow citizen comment. The City has used this same rule since 1998. Currently, the Planning Commission and City Council are the only ones that have comment time. There is also no requirement to post comment time. Although it is perfectly acceptable to not post the time, having it stated on the sign-up sheet, is just fine. Laurie asked if there is a resolution number that can be cited. Josh shared a copy of the rules (see Exhibit "A").

Vice Chair Miller-Juvé asked if boards and commissions are allowed to change the rules or do they need to follow. Josh said that if they wanted to change the rules, they would need to get approval by the City Council.

Chief Groth added that consistency is important for the City as a whole. He also stated that many of the boards don't have public attend their meetings. With the Police Advisory Board meetings, there is usually at least one person from the public in attendance. Even so, there are several times where there are no citizen comments.

The Chief asked for clarification from Josh regarding a comment made at the March meeting where it was stated that board members were not allowed to speak with police officers. Josh stated that he couldn't imagine why board members would not be allowed to speak to police officers and that he thought it would be important for board members to speak to officers.

Laurie asked what the City's preferred method of dealing with someone who insisted on going past 4 minutes would be. Josh quoted rules regarding being trespassed from meetings. It is the inherent authority of the Chair of the meeting to make that decision. Chair West asked Angie to make a copy of the rules for all board members to have, as well as a copy to keep at the sign up table. The Chief said that if the board would like, they could start using the sign up form that the City Council uses. Rich stated that he would feel uncomfortable using that form, since they have only ever had one issue. Would not like to go too formal at this point for fear of people not wanting to speak. Chair West agreed and added that with the board members being better aware of the rules, it should be okay. He thanked Josh for being there. Ed suggested just having the resolution # (98-743) on the citizen comment sign-up sheet. Josh elaborated a little bit more on the form the City Council uses. Chair West suggested that this topic be added to next month's meeting agenda to be discussed after everyone has had a chance to review.

b. Emergency Preparedness Planning for Officers

Rich shared information on the Rest Stop provided at his church for officers. He has attended emergency preparedness trainings and feels that it would be good for the community to know how to support the officers in the event of an emergency. He went over a possible scenario in the event of an earthquake. He stated that his church wouldn't be able to provide all that would be needed in that type of event. Chair West asked Chief Groth what the City has prepared and if there are any voids that the Police Department might have.

The Chief replied that this is a pretty big issue. Agencies throughout Oregon are in various degrees of readiness and many are not as prepared as Sherwood is. He explained that in the case of a significant event, the City would automatically go into that mode. The Emergency Operations Center would be opened up and stated that the Sherwood Police Department's Community Room is the dedicated location for that. Other City buildings may be open, but the Police Department would be the base. They have communication systems in place. Once the Emergency Operation Center is in place, the City would go into the Incident Command System, a system that takes care of people. Some people may question if officers would be stranded out in the field, but officers will not be in that position. It will be a well controlled chaos. Police

officers, public works folks and City employees who are working will be taken care of. When something like that happens, folks will need to make sure that they, themselves, are okay and then check on neighbors. Response from individuals needs to start at their own home and work their way out. City staff will be working in a similar way. If an organization wants to collect and store blankets, items, etc. that would be great. If a big event hits and it's regional, the question will be, "how many officers are going to be able to get to the Sherwood PD?". The Department does have policy regarding this. In the event an officer can't get here, they are required to report to the closest agency to see if they can help. There would be other law enforcement folks in Sherwood that wouldn't be able to get to their own agencies as well. City staff would go to 12 hour shifts. The system is set up to take care of folks.

Chair West stated that he is very familiar with ICS and perhaps this wouldn't be an agenda for this board, but maybe, if there were some caches, that could benefit officers and / or the City. Suggested that this could be a good project for Boy Scouts. The Chief responded with asking everyone present how many have a 72 hour emergency preparedness. A show of hands of most people in room. Experts say to help make sure citizens are prepared. Need to take care of your own household first. Vice Chair Miller-Juvé suggested posing questions to citizens this summer.

The Chief announced that a Community Preparedness Workshop is scheduled for May 9th at the PD and stated that it will provide a lot of information.

c. Next Steps for the Police Citizens Academy

Chair West wanted to see how best to move ahead once the PD has staff to proceed with the Police Citizens Academy. The Chief explained that the PD staff is working hard on getting positions filled. He has someone available to help with the Academy (Michael Jordan), but have to do some things first. He also mentioned that the City's Citizens University is really popular and doesn't want to interfere with that. He is hoping to get it going for the fall.

Ed asked for more information about the Police Citizens Academy. Vice Chair Miller-Juvé provided information and the Chief elaborated, stating that it would be a short, intense version of other departments models. Participants would show up on a late Thursday afternoon, be here all day Friday and Saturday morning for a 12-16 hour total. Would have an experience similar to what it takes to become a police officer and would be exposed to a bit of the law, firearms, philosophy, etc. and would graduate with a certificate. He stated that they know what it will look like, just need to get everything together. They would probably put participants in teams. For example, one would do vehicle operations, while one would do firearms, then switch. The goal is to provide an understanding of what it means to be a police officer. Chair West added that it is also to help gain a better appreciation for what police officers do as well as the role of a police department in our community. Camryn asked if there was an age limit for participants. The Chief replied that if someone is under 18, they would need a parent to sign an authorization form.

6. Councilor News

Council President, Harris announced that Trash Palooza was scheduled for that Saturday. The City Council has adopted Sherwood Blvd and everyone is invited to join if they'd like to clean up the city streets.

More people are needed for the Comp (Comprehensive) Plan and have extended the deadline. If anyone is interested, they need to contact Julia Hajduk. Councilor Harris stated that the Comp Plan is very important. It is a very lengthy process – 3 years, or so.

The Budget Committee is in need of three new members. They are currently accepting applications. City Manager, Joe Gall, will release the proposed City Budget on May 3rd. Budget meetings are to begin May 11th. The process generally goes three weeks.

The City received a notice today that there has been a petition to amend the municipal code regarding cannabis. It hasn't been officially filed and there are no details yet.

Chair West asked when the Volunteer Appreciation Dinner was. It was announced that it had been rescheduled to May 3rd.

7. Staff Report(s)

The Chief announced that the annual car seat event at Kohl's was set for that Saturday. Stated that it is a Washington County event. They will have car seats on hand if someone is in need.

A Drug Take Back event is scheduled for 4/29 at the PD. There will be some things not accepted. People can drive up, drop off. Everything is sealed up and taken to be destroyed. Mentioned that the PD has a drop box in the lobby that is available during normal busy hours. The event is from 10-2.

Saturday, May 13th is the spring Tip A Cop at Rose's. It will be a breakfast / lunch event. Even if someone arrives after the event and wants to donate, envelopes will still be accepted. He explained that all donations benefit Special Olympics of Oregon. If anyone hasn't been before, they need to come. It is a lot of fun.

Saturday, May 20th the Sherwood Police Foundation is holding a Steak Out fundraising dinner. This is the first of many annual events to raise money. The Sherwood Police Foundation does amazing things for the Sherwood PD. For example, they take care of the department K-9 and all related equipment, rifles, ballistic shields, etc. K-9, Irma, has been provided a ballistic vest. Tourniquets have been provided to all officers, as well as emergency trauma kits. He believes that one of those kits was used at the Christmas night shooting. The event cost is \$40 per person and a table is \$300. Advertising and tickets to go out soon.

The Chief reported that he had attended the annual OACP Conference last week. He is currently the 1st Vice President and a year from now will be President. It was a really good

conference with good training. Talked a bit about one of the speakers, Dr. Brian Williams, who did a great job. Dr. Williams is a staff trauma surgeon in Texas who was on duty when five Dallas police officers were shot last year. Dr. Williams talked about that as well as how racism has affected his life. Explained how Dr. Williams became a speaker on this topic. Encouraged others to Google Dr. Williams and thanked Vice Chair Miller-Juvé for referring Dr. Williams. The Chief stated that when Dr. Williams spoke at the conference, he captured every audience member and received a standing ovation, which never happens.

The Sherwood PD App has gotten a new update. Once staff has done what they need to do at their end, people that have the app will need to do updates.

Two police officer positions have been filled. Officer Colton Waker grew up in Sherwood and attended OSU. Officer Bethany Wittig was just sworn in that week. Her husband is a Tualatin Police Officer. Both officers will go to the academy in May. The PD is working to fill one more position with the retirement of Officer Lyon.

Chair West asked if the one position is the open School Resource Officer position. Chief Groth stated that it was. Chair West asked who pays the officers when they're at the academy. The Chief replied that they are paid by the City and went on to explain how that works. As it is a State run academy, the City doesn't have to pay for them to attend. He encouraged the board members to visit the academy in Salem. He added that the memorial ceremony is being held on May 2nd and is open to the public.

The Chief commented that Laurie and Chair West are not the first ones to comment about the crosswalk stop sign. He doesn't know if changes will be made. They will need to let people get used to the signage, then if it is still a problem, may make a change.

He asked board members to keep talking to folks about traffic enforcement and stated the importance of continually getting feedback from the community. He mentioned that part of a recent officer in-service training, included bringing in a professor from Portland State. He is also willing to have a community training and would invite the professor. Dr. Mojie Takkallou is an Engineer by trade, but has made his focus on traffic safety. The Chief hopes that down the road, a local traffic safety committee can be formed. This is common throughout Oregon. This would make it possible to more specifically tackle the traffic issues in our community. Engineering is a big part of it, such as speed bumps, etc. Feels it is a part of community policing platform. A community solution to a community problem.

Vice Chair Miller-Juvé shared how the issue is presented on social media. Asked the Chief how best to get information that is posted, to the PD. The Chief replied that folks need to call the non-emergency dispatch. Dispatch is under-utilized in communities like Sherwood. A lot of people don't want to tie up dispatch, so they don't report. If it is more of an issue with a specific spot, citizens need to call the office, so extra patrol can be enforced. Rich asked for

clarification on what number to call. The Chief stated that non-emergency dispatch and 911 are both underused. Really need to get citizens to get that information flowing. It is important for the PD to know what the problems are. Described recent scenario in regards to parking issues.

8. Citizen Comment


No Citizen Comments.

9. Adjourn (Chair)

Rich motioned to adjourn. Laurie seconded the motion and all were in in favor.

Meeting adjourned at 8:24 pm.


Approval of Minutes:


Chair Chris West


Date

Attest:


Angie Hass, Executive Assistant


Date

Rules for Meetings in the City of Sherwood

It is the purpose of these rules to promote common courtesy and civility in all meetings of the City of Sherwood. All who wish to speak should expect to be treated fairly and with respect. All who speak should reciprocate by focusing on the issue being considered, while respecting the opinions of those with whom they may disagree. This will enable our community to establish an environment wherein all issues and opinions may be fairly considered and decisions, though sometimes difficult, will be made in a spirit of mutual respect of all citizens, no matter their differences.

Public Hearings before the City Council and other Boards and Commissions shall follow the following procedure:

- Staff Report--15 minutes
- Applicant--30 minutes(to be split, at the discretion of the applicant, between presentation and rebuttal.)
- Proponents—5 minutes each (applicants may not also speak as proponents.)
- Opponents—5 minutes each
- Rebuttal—Balance of applicant time(see above)
- Close Public Hearing
- Staff Final Comments—15 minutes
- Questions of Staff/Discussion by Body—no limit
- Decision

(Note: Written comments are encouraged, and may be submitted prior to the hearing, at the hearing, or when the record is left open, after the hearing for a limited time. There is no limit to the length of written comment that may be submitted)

Appeals before the City Council and other Boards and Commissions shall follow the following procedure:

- Staff Report--15 minutes
- Applicant – 30 minutes (to be split, at the discretion of the applicant, between presentation and rebuttal.)
- Only those who previously went on the written or verbal record at the PC hearing may appear before Council.
- No one can pass their time to someone else
- Proponents—5 minutes each (applicants may not also speak as proponents.)
- Opponents—5 minutes each. Opponents who represent a neighborhood or business association have 15 minutes
- Appellants—30 minutes (to be divided if there are multiple appellants.)
- Rebuttal—Balance of applicant time (see above)
- Close Public Hearing
- Staff Final Comments—15 minutes
- Questions of Staff/Discussion by Body—no limit
- Decision

(Note: Written comments are encouraged, and may be submitted prior to the hearing, at the hearing, or when the record is left open, after the hearing for a limited time. There is no limit to the length of written comment that may be submitted)

In any City forum or meeting:

- Individuals may not impugn the character of anyone else, including but not limited to members of the community, the reviewing body, the staff, the applicant, or others who testify. Complaints about staff should be placed in writing and addressed to the City Manager. If requested by the complainant, they may be included as part of the public record. Complaints about the City Manager should be placed in writing and addressed to the Mayor. If requested by the complainant, they may be included as part of the public record.
- Comment time is 4 minutes with a Council-optional 1 minute Q & A follow-up.
- The Chair of a meeting may have the ability to modify meeting procedures on a case-by-case basis when especially complicated issues arise, or when the body is involved in extraordinary dialogue, but only after receiving the advice and majority consent of the body. The Chair may also cut short debate if, in his judgment, the best interests of the City would be served.
(Note: Written comments are encouraged, and may be submitted prior to the meeting by mail, or at the meeting. There is no limit to the length of written comment that may be submitted)

Persons who violate these rules may be asked to stop their comments by any member of the body. Comments beyond the 4-minute limit may not be included in the record of the meeting. Persons who impugn the character of anyone will be required to stop immediately. Their comments will not be included in the record of the meeting, and they will forfeit their remaining time. Any person who fails to comply with reasonable rules of conduct or who causes a disturbance may be asked or required to leave and upon failure to do so becomes a trespasser.

I have read and understood the Rules for Meetings in the City of Sherwood.

Name: _____ **Date:** _____

Address: _____

Telephone: _____

I would like to speak to the Council regarding:

Subject: _____

If you want to speak to Council about more than one subject, please submit a separate form for each item.

Please give this form to the City Recorder prior to you addressing City Council. Thank you.

Sherwood Police Advisory Board Meeting

Date: April 20, 2017

List of Meeting Attendees: N/A

Request to Speak Forms: N/A

Documents submitted at meeting:

Exhibit "A" – Rules for Meetings in the City of Sherwood

[illegible]

Sherwood Police Advisory Board Meeting Date: April 20, 2017

CITIZEN COMMENT SIGN-UP SHEET

(PLEASE NOTE: 4 MINUTE TIME LIMIT)

NAME

ADDRESS

PHONE

TOPIC

ATTENDANCE SHEET

NAME

ADDRESS

PHONE
